

30 JAN 1984

MEMORANDUM FOR: Chief, Physical Security Division  
FROM: [REDACTED]  
Deputy Chief, Industrial Security Branch  
SUBJECT: Industrial Security Seminar (U)

1. At present, two Industrial Security Seminars are booked for the current year. Time constraints have focused on the availability of Room 1A07, Headquarters, where it is most desirable to conduct these functions. ISB has, therefore, made a firm commitment for the use of that facility during the period 25, 26 and 27 June and 15, 16 and 17 October 1984. Time for early spring use of Room 1A-07 is not open and November was the only alternative offered for the latter part of the year. The third day of each booking is for one-half (1/2) day until noon. The extra half day will allow for additional workshop and question/answer time, as expressed by the majority of attendees at the last several seminars. Additionally, conducting the seminar early in the week will allow the attendees two full days to "catch-up" on their own official duties. (C)

2. These two seminars will statistically fulfill the goal set for 1984 ISB seminars. However, in reality these two functions will not fulfill the full objectives of ISB in response to the numerous requests for more frequent seminars which we have received from attendees to the past several seminars. (U)

3. It has been suggested by senior security management that thought be given to conducting one-day seminar/workshops in the [REDACTED]. This is considered to be not only feasible but desirable from the view of keeping the contractors abreast of the most current security guidelines and policy. More importantly, it will enhance the dis-establishment of the "adversary" attitude/relationship which often pervades the security audit and will augment the "partnership" attitude so desired to aid the implementation of good security. This is of particular import for success in our mutual responsibilities to support National Programs. (C)

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4. Critiques of several past ISB seminars have noted those topics which are of continued interest to Contractor's Security Officials. Although it sounds dull, Document Control and Classification is invariably at or near the top of the list. Other topics which would lend themselves well to a one-half day seminar/workshop are:

- a. The clearance/adjudication/approval/appeals process, including paper flow;
- b. Common audit findings/recommendations - a compilation of commonly found areas of inattention/concern. Such a topic would allow each contractor to view such findings in the light of their own specific operations, and
- c. technology transfer. (U)

5. Several of the major [redacted] contractors, long associated with National Programs particularly, have facilities that will lend themselves admirably to such presentations. It is suggested that a "pathfinder" trip to the [redacted] areas be authorized to explore facilities, invitee logistics and establish required support from the West Coast office in order to establish a time frame for a pilot running of a one-day seminar/workshop in those areas. The goal would be to conduct two one-day sessions; one in the [redacted] area and one in the Sunnyvale area during a one week (same) time frame. Close coordination with the OD&E and OL Security Staffs would, of course, be a prerequisite to a successful "go" in this direction. (C)

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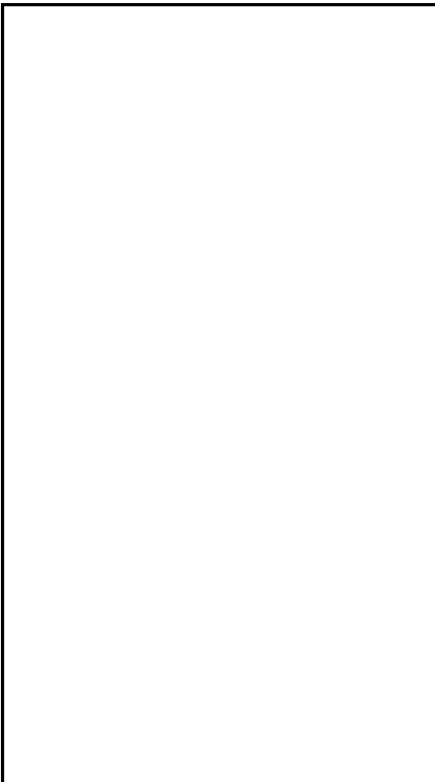
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## INDUSTRIAL SECURITY SEMINAR

Monday, 25 June 1984

0830	Report to Receptionist	Main Entrance
0850-0900	Introduction	Deputy Director/ Physical, Technical & Area Security 25X1
0900-0915	Welcoming Remarks	Director of Security
0915-0945	Remarks by Executive Director	
0945-1015	Contractor/Agency Interface	
1015-1130	The Industrial Security Approval Process (Request Processing, Investigation, Adjudication, Appeals)	
1130-1300	Lunch	
1300-1430	Legal Aspects of Industrial Security Approvals/Appeals	
1430-1500	Industrial Polygraph Program	
1500-1700	<u>Workshop Forum</u> - Personnel Security	
1730-1930	Cocktail Party	

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Tuesday, 26 June 1984

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0830	Report to Receptionist
0845-1000	Classification/Document Controls
1000-1030	Approved Destruction Equipment and Destruction Guidelines
1030-1100	Telephone Systems in SCIFs
1100-1145	Overview of CIA Procurement and Contracting Programs
1145-1300	Lunch
1300-1400	Information Systems Security Overview
1400-1500	Technology Loss Affecting National Security
1500-1700	<u>Workshop Forum</u> - Industrial Security Audit Process

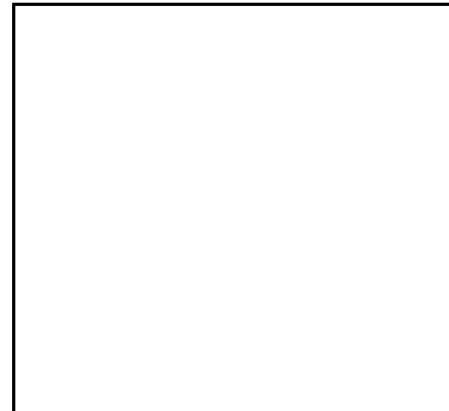
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Wednesday, 27 June 1984

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0830	Report to Receptionist
0900-1015	Terrorism as a Threat to Industry
1015-1130	The Problem of Unauthorized Disclosures to the Media
1130-1200	Concluding Remarks



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INDUSTRIAL SECURITY SEMINAR

THURSDAY- 20 October 1983

0830	Report to Receptionist
0850	Introduction
0900-0915	Introductory Remarks -Director of Security
0915-0945	Remarks by Executive Director, Central Intelligence Agency
0945-1030	Classification/Document Control
1030-1145	Industrial Security Approvals/Appeals -Presentation on Investigative Techniques and Procedures; -Adjudication process and appeals procedures
1145-1200	Industrial Security Audit Program
1200-1315	Lunch
1315-1515	Workshop Forum -Industrial Audit Process
1515-1545	The Industrial Polygraph Program
1545-1715	New Guidelines for Computerized Telephone Systems in SCIFs
1730-1930	Cocktail Party

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FRIDAY - 21 October 1983

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0845-0930	Overview of OD&E
0930-1030	ISSG <sup>1</sup> - Brief overview - Structure - Authority (DCID 1/16) Some Areas of Concern -Personal Computers -Maintenance -Magnetic Media Sanitization
1030-1100	Industrial Contracts
1100-1200	Legal Considerations of Industrial Security Approval Appeals
1200-1300	Lunch
1300-1415	Workshop Forum -Personnel Security
1415-1530	Current Technology Loss Affecting National Security
1530-1630	Leaks - "Hot Line" information Tapes -The Director of Central Intelli- gence Leaks and Establishment of Hot Line -Press View of Publishing Sensitive Information
1630-1700	Concluding Remarks -Director of Security

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